

NAVRESREDCOMMIDWESTINST 5510.3H

Code N6

14 Jun 01

NAVRESREDCOMMIDWEST INSTRUCTION 5510.3H

Subj: PHYSICAL SECURITY AND LOSS PREVENTION PROGRAM

Ref: (a) OPNAVINST 5530.14C, Navy Physical Security Manual
(b) COMNAVRESFORINST 5500.3A (w/CH-3)
(c) NTCGLAKESINST 5530.1A
(d) NTCGLAKESINST 5530.2D
(e) OPNAVINST 5510.36

Encl: (1) Activity Security Checklist (Standard Form 701 (8-85))
(2) NAVRESREDCOM MW Physical Security/Loss Prevention
Briefing

1. Purpose. To publish policy and establish procedures for the physical security of Naval Reserve Readiness Command Midwest (REDCOM MW) headquarters facilities.

2. Cancellation. NAVRESREDCOMREGTHIRTEENINST 5510.3G.

3. Definition. Physical security is that part of security concerned with physical measures designed to safeguard personnel, to prevent unauthorized access to equipment, facilities, material and documents, and to safeguard them against espionage, sabotage, damage, and theft. The Physical Security and Loss Prevention Program is part of the overall security program at this command.

4. Discussion. References (a) and (b) establish physical security as a command responsibility. Security is the direct, immediate, legal, and moral responsibility of all persons in the Naval service and civilians employed by the Department of the Navy. Commander, Naval Reserve Force has established a policy of positive attitude and awareness of responsibility regarding the security of personnel, information and physical assets assigned to Commander, Naval Surface Reserve Force (COMNAVSURFRESFOR) shore activities and operational commands.

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5. Action. The overall responsibility for the security of REDCOM MW and other tenants onboard Naval Training Center (NTC) Great Lakes rests with the host and we are expected to comply with their guidance and directives, references (c) and (d), in this matter. In addition to NTC Great Lakes' policies and procedures, the following internal physical security actions will be taken:

a. Department Heads shall:

(1) If a space has a classified material container, establish a procedure which will ensure that a physical security check will be made in each work center at the close of the normal work day. Enclosure (1) will be used to record the results of this check.

(2) Submit the completed checklist to the Physical Security Officer (Code N6) at the end of each month.

(3) Report missing, lost or stolen property to the Security Officer immediately upon discovery.

b. Physical Security Officer shall:

(1) Maintain the physical security checklists for a period of one year. Notify Chief of Staff of any delinquent checklists as required.

(2) Ensure that each staff member has read and understands the contents of enclosure (2). In addition, physical security briefings and lectures will be scheduled on a routine basis to ensure that all personnel are aware of their responsibilities in this area.

(3) Conduct Annual Anti-terrorism training to all REDCOM 13 personnel as well as any required individual training due to travel outside CONUS.

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(4) Represent this command on the NTC Great Lakes Physical Security Committee and Physical Security Board. Conduct physical security surveys and collect other physical security information which may be required by the host activity.

(5) Ensure that the key control custodian understands and maintains key control for all REDCOM MW spaces per reference (a).

/s/

J. A. SLAY

Chief of Staff

Distribution:

NAVRESREDCOMMIDWESTINST 5605.1V

Lists A (Readiness Commander/Department Heads), B (Staff/Special Assistants), C (Civilians Staff) and D (RESCENS) and E (RESUNITS)

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NTC Great Lakes

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NAVRESREDCOM Midwest Physical Security and
Loss Prevention Briefing

1. As member of the Naval Reserve Readiness Command Midwest (REDCOM MW) staff, you have assumed an important role in the overall Physical Security and Loss Prevention Program at this command. The security of this command is your immediate, legal and moral responsibility and should be carried out with the same diligence and zeal as your other duties. To assist in the accomplishment of these duties, the following information and definitions are provided:

a. Physical Security. That portion of the security program with means and measures designed to safeguard personnel and protect property by prevention, detecting, confronting acts and unauthorized access, espionage, sabotage, wrongful destruction, malicious damage, theft, pilferage and other acts which would reduce, to some degree, the capability of this command to perform its assigned mission.

b. Loss Prevention. That portion of the security program concerned with preventing loss of supplies, tools, equipment or other materials in use or storage. Concern is not only focused on the threat of criminal activity and acts of wrongdoing by forces external to the organization; it is also specifically directed toward internal causes, theft and pilferage by those who have authorized access.

c. Property. Property consists of all assets, funds and negotiable instruments, arms, ammunition and explosive, tools and equipment, material and supplies, and information in the form of documents and other media.

d. Sabotage. An act or acts with intent to injure, interfere with or obstruct the national defense of this country by willfully injuring or destroying or attempting to injure or destroy, any national defense or war material, premises or utilities, to include human and natural resources.

e. Espionage. Overt, covert or clandestine activity designed to obtain information relating to the national defense with intent or reason to believe that it will be used to the injury of the nation or to the advantage of a foreign nation.

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f. Terrorism. Terrorism is the use of tactics, principally by small groups, designed to create panic and chaos through the use of deadly force, publicity, uncertainty and coercive acts of violence directed against specific or general targets in the general population or government. Generally, the goal of terrorist acts is to disrupt or destroy the bond of trust and credibility between a government and its populace and to discredit or damage a population group to achieve a specific political goal. Terrorism in the United States is increasing. Acts of terrorism directed at Naval personnel, injure or kill personnel, impair or delay accomplishment of mission and cause incalculable damage through adverse publicity and public perceptions of incident handling and results.

2. The overall responsibility for the security of REDCOM MW and other tenants onboard this station rests with the NTC Great Lakes security force. The REDCOM MW Physical Security officer has the responsibility for establishing and maintaining the physical security and loss prevention programs for this command.

3. Security of Equipment. The primary responsibility for the security of equipment during normal working hours lies with the individual user. Highly pilferable items should not be left out in unattended offices. Equipment should be placed in storage, file cabinets, or desk drawers when the office is not occupied or unlocked. The last person departing each office is responsible for checking the space to ensure pilferable materials are locked in desks and cabinets, the lights are out, office machines and equipment are turned off and doors and windows are locked.

4. Reporting of Missing, Lost, Stolen or Recovered (M-L-S-R) Items. Any government owned equipment found missing should be immediately brought to the attention of the Physical Security Officer who will notify the NTC Security Force and the Naval Investigative Force (NIS). A "M-L-S-R" report form must be completed per SECNAVINST 5500.4G by the property custodian and delivered to the Physical Security Officer. Reports should be submitted as soon as possible after the item is discovered missing to assist in the recovery effort. If an item reported missing is subsequently recovered, the applicable portions of the "M-L-S-R" report form will be completed and delivered to the Physical Security Officer. This action will ensure that a follow-up report is submitted and the item is removed from the National Crime Information Center Listing.

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5. Visitor Control. If you desire or are required to host a visitor to this command, ensure that their actions conform to the purpose of the visit. When the visit is accomplished, the visitor must depart. Control of itinerant visiting is most difficult since visitor badges are not required. Persons found loitering in REDCOM MW spaces, with no apparent purpose, should be questioned regarding their destination, and either escorted to that destination or out of the building. Should the person appear to have malicious intent, the NTC Security Force (x3333) should be summoned and the person detained or followed, as appropriate. Visitors who require access to classified information shall submit visit requests, in writing, at least 24 hours in advance of the visit. See OPNAVINST 5510.1H, Chapter 18 for details.

6. Emergency Response Procedures

a. Detection of Unauthorized Entry/Theft in Progress. Immediately notify the NTC Security Force (x3333) and then the Physical Security Officer. DO NOT USE FORCE in an attempt to impede entry or theft.

b. After-the-Fact Detection of Entry or Theft. Notify the Chief of Staff or Physical Security Officer, as appropriate. Follow procedures outlined above for reporting Missing, Lost, Stolen or Recovered items.

c. Fire. Call the fire department at x3333. Pass an alarm in the building by activating the nearest fire alarm box. Secure classified material in a safe or other lockable container as time permits. Shut, but do not lock, doors to your working space and exit the building via the most expeditious route.

d. Bomb Threat. Contact NTC Security Department at x3333, then contact the REDCOM MW Physical Security Officer. Complete the Threatening Phone Call Form in the Staff Duty Officer bag as soon as possible after the call and deliver to the Physical Security Officer.

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e. Civil Disorder/Natural Disaster. Secure all classified materials and stand by for further directions by on-scene seniors.

(Print Name)

(Signature)

(Date)